

Mary Callery
Human Relations Director

December 17, 2020

Mayor John J. Leahy
and
Members of the City Council

RE: Performance Evaluations for City Manager, City Clerk, and City Auditor

Dear Mayor Leahy and Members of the City Council,

As you are aware, the positions of City Manager, City Auditor, and City Clerk are appointed by the City Council. As Ordinance and non-union personnel, annual performance evaluations must be completed in order for each to advance. The evaluation must be satisfactory and any warranted step advancement will be effective January 1, 2021.

Upon completion of the evaluation, please sign and date the form and return to me as soon as possible. You may scan and email evaluations to me.

Thank you in advance for your cooperation and please contact me with any questions or concerns.

Sincerely,



Mary M. Callery
HR Director

Attachments: Evaluation Form- City Manager, Eileen Donoghue
 Evaluation Form- City Auditor, Tina Masiello
 Evaluation Form- City Clerk, Michael Q. Geary

EVALUATION

Employee Name:			Eileen M. Donoghue															
Department:		Manager's Office																
Position:		City Manager																
Quality																		
Works to full potential																		
Quality of work																		
Work consistency																		
Communication																		
Takes initiative																		
Productivity																		
Honesty																		
Integrity																		
Dependability																		
Functionality																		
Attendance																		
Comments																		
Approved																		
Signature and Title:																		
Date:																		

COMMENTS AND APPROVAL

Date of Evaluation: Dec.2020

CHARACTERISTICS

Good Excellent

EVALUATION

Employee Name:		Tina Masiello											
Department:		City Auditor											
Position:		City Auditor											
Quality				Unsatisfactory		Satisfactory		CHARACTERISTICS		Good		Excellent	
Works to full potential													
Quality of work													
Work consistency													
Communication													
Takes initiative													
Productivity													
Honesty													
Integrity													
Dependability													
Functionality													
Attendance													
Comments													
Approved		Current Salary : DHO2 Step 4 \$108,360.72		Step Increase 1/1/2021 DHO2 Step 5 \$111,310.16									
Signature and Title:													

EVALUATION

Employee Name:		Michael Geary City Clerk									
Department:		City Clerk									
Position:		City Clerk									
Quality				Unsatisfactory		Satisfactory		CHARACTERISTICS		Date of Evaluation: Dec.2020	
Works to full potential										Good	
Quality of work										Excellent	
Work consistency											
Communication											
Takes initiative											
Productivity											
Honesty											
Integrity											
Dependability											
Functionality											
Attendance											
Comments											
Approved		Current Salary : DH01 Step 2 \$117,768.04				Step Increase 1/1/2021 DH01 Step 3 \$120,972.80					
Signature and Title:											

COMMENTS AND APPROVAL